

## What is MSS?

The Kentucky Human Resource Information System (KHRIS) offers many new tools for Human Resource Administrators, Managers, and Employees. One of these tools is Manager Self Service (MSS), which can be accessed through the KHRIS Self Service Center (SSC), an online portal that will be established for KHRIS.

Upon logging into the KHRIS SSC and selecting the MSS tab, managers will be provided valuable links to related information from the Personnel Cabinet's website. These include important forms, personnel memos, statutes and regulations, and other valuable resources. Managers can view a team calendar which displays planned leave (past, present, and future) of employees under their supervision, a great asset when reviewing leave requests and determining staffing coverage for the office.

In addition to the team calendar, managers can also view employee job and position related data such as title and email address, as well as the employee's emergency contacts. A list of missed work days is also available.

Another great tool includes the worklist, an inbox (like email) where leave and overtime requests are delivered for the manager to review, track and approve. The Who's Who tool provides a search function for any state employee.

MSS will allow managers to make more efficient use of their time, providing many tools in one location.